

Job Description Card

General Information	
Job Title:	<u>Student Archive Assistant</u>
Department:	Deanship of Admission and Registration – Sector of the Associate Provost for Student Affairs
Unit:	Deanship of Admission and Registration

Responsibilities and Duties
Job Purpose To support the Archive Section at the Deanship of Admission and Registration by assisting in organizing, sorting, arranging, and archiving both paper and digital documents, ensuring order and easy access to files, without handling or accessing sensitive student records or confidential information. Key Responsibilities and Duties Assist in sorting and classifying documents in accordance with the archiving procedures. • Arrange official papers and files within designated storage units. • Help in converting paper documents into digital format (scanning) and saving them electronically when required. • Organize the archive of non-confidential administrative transactions. • Ensure proper labeling and classification of files to facilitate future access. • Perform simple organizational tasks within the archive section as instructed by the immediate supervisor. • Strictly adhere to privacy and confidentiality policies and refrain from accessing or handling official documents or student data.

- Perform basic and supportive administrative tasks assigned by the immediate supervisor, within the scope permitted for a student assistant.

Scope of Work

Provide administrative and organizational support in the archive section limited to tasks allowed for student workers, with no access to confidential data, academic records, or the university's internal systems.

Work Schedule

During the semester upon students' availability.

Required Qualifications and Skills

- Must be a currently enrolled and registered student at one of the university's colleges.
- Ability to work with accuracy and organization.
- Attention to detail and the ability to handle a large volume of documents.
- Commitment to following instructions and departmental policies.
- Ability to carry out routine tasks efficiently and consistently.
- Commitment to confidentiality and non-disclosure of any document content handled.